

[Engineering Assistant \(T\)](#)

[Engineering Assistant](#)

[**Program Coordinator \(DOE\)**](#)

[Engineering Assistant \(Civil\) T](#)

[Engineering Assistant \(Civil\)](#)

[**Secretary \(T\)**](#)

[**Secretary**](#)

FSN#2009/49 (T)

[Engineering Assistant](#)

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8; FP-6, Trainee

OPENING DATE: June 19, 2009

CLOSING DATE: July 2, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management Office (FM) located at Rajdamri compound, Bangkok.

BASIC FUNCTION OF POSITION:

Performs works within the engineering division. Duties include assisting project engineer in supervising, monitoring and/or controlling constructions projects; performing responsibility for quantity survey, site inspection and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Mechanical Engineering; (2) Two years' progressive experience in maintenance and repair or construction engineering field in multinational organization; (3) Level IV (Fluent) speaking/reading/ writing in English and Thai; (4) Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical document; (5) Must have a first level of Thai Professional Engineering License; (6) Must possess a valid local driving license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JULY 2, 2009

FSN#2009/49

Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: June 19, 2009

CLOSING DATE: July 2, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management Office (FM) located at Rajdamri compound, Bangkok.

BASIC FUNCTION OF POSITION:

Performs works within the engineering division. Duties include assisting project engineer in supervising, monitoring and/or controlling constructions projects; performing responsibility for quantity survey, site inspection and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Mechanical Engineering; (2) Three years’ progressive experience in maintenance and repair or construction engineering field in multinational organization; (3) Level IV (Fluent) speaking/reading/ writing in English and Thai; (4) Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical document; (5) Must possess a first level of Thai Professional Engineering License; (6) Must possess a valid local driving license.

SELECTION PROCESS:

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CLOSING DATE FOR THE POSITION: JULY 2, 2009

FSN#2009/59

Program Coordinator (DOE)

OPEN TO: All Interested Candidates

POSITION: Program Coordinator (DOE), FSN-9; FP-5(Step 1 thru 4)

OPENING DATE: June 26, 2009

CLOSING DATE: July 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Coordinator in its Department of Energy office located at Laem Chabang, Chonburi province.

BASIC FUNCTION OF POSITION:

Responsible for coordinating and providing a full range of programmatic support to the Department of Energy’s (DOE)/ National Nuclear Security Administration’s (NNSA) programs which include the Global Threat Reduction Initiative (GTRI) and Second Line of Defense (SLD) programs such as Megaports. Duties include meeting and maintaining professional liaison with high-level host country officials in supporting to the activities and training for Megaports program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Political Science, International Affairs, Engineering, Law, Export Control/Commerce Law and International Management or a related field is required; (2) Five years of progressive responsible experience in administrative, legislative or financial management environment; (3) Must be able to read, write, speak and comprehend English and Thai at

Level IV (Fluent); **(4)** Must have knowledge of Microsoft software, including Word, Excel, and PowerPoint; **(5)** Must be able to deal effectively with people within and outside the US Embassy both orally and in writing; **(6)** Must have the ability to plan, organize and manage a project with limited guidance.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: July 9, 2009

FSN#2009/64 (T)

Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8; FP-6, Trainee

OPENING DATE: June 19, 2009

CLOSING DATE: July 2, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management Office (FM) located at Rajdamri compound, Bangkok.

BASIC FUNCTION OF POSITION:

Work cooperatively within the Engineering Division, Facilities Management Office. The Jobholder will have primary responsibilities for quantity surveying, project supervision, inspection, collaborative responsibility in project design and drafting services.

QUALIFICATIONS REQUIRED:

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(1) Bachelor's degree in Civil or Structural Engineering; (2) Two years' experience in construction engineering field; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have knowledge of construction engineering and techniques, as well as Thai and common international standards and codes; (5) Fluent in the Microsoft Office, AutoCAD, and Microsoft Project and have ability to read and understand architectural and structural plans, and building schematics; (6) Must possess a first level of Thai Professional Engineering License and a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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PLEASE ATTACH A COPY OF ENGINEERING LICENSE AND DRIVING LICENSE.

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CLOSING DATE FOR THE POSITION: JULY 2, 2009

FSN#2009/64

Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: June 19, 2009

CLOSING DATE: July 2, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

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(1) Bachelor’s degree in Civil or Structural Engineering; (2) Three years’ experience in construction engineering field; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have knowledge of construction engineering and techniques, as well as Thai and common international standards and codes; (5) Fluent in the Microsoft Office, AutoCAD, and Microsoft Project and have ability to read and understand architectural and structural plans, and building schematics; (6) Must possess a first level of Thai Professional Engineering License and a valid Thai’s driver license.

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CLOSING DATE FOR THE POSITION: JULY 2, 2009

FSN#2008/87 (T)

Secretary

OPEN TO: THAI Citizens

POSITION: Administrative Associate, FSN-5 (trainee)

OPENING DATE: June 26, 2009

CLOSING DATE: July 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Program Development Office (USAID/PDO), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist the Administrative Assistant for the full range of secretarial and administrative support services to PDO team members. Main duties include of travel arrangements, office records management, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, and maintaining day-to-day contact /program interaction with counterparts and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in business, public administration, international development, arts/liberal arts, human resources management or social science; **(2)** At least six months' experience in the in the field of secretarial/administrative management with a multi-national company and/or international organization; **(3)** Level III (Good working knowledge) speaking/reading/writing in English and Thai; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: July 9, 2009

FSN#2008/87

Secretary

OPEN TO: THAI Citizens

POSITION: Secretary, FSN-6

OPENING DATE: June 26, 2009

CLOSING DATE: July 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Program Development Office (USAID/PDO), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist the Administrative Assistant for the full range of secretarial and administrative support services to PDO team members. Main duties include of travel arrangements, office records management, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, and maintaining day-to-day contact /program interaction with counterparts and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in business, public administration, international development, arts/liberal arts, human resources management or social science; **(2)** At least one year experience in the in the field of secretarial/administrative management with a multi-national company and/or international organization; **(3)** Level III (Good working knowledge) speaking/reading/writing in English and Thai; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: July 9, 2009